



April 2005

United States Army

**PROCESS A REQUEST
FOR LEAVE, PASS, AND
PERMISSIVE TDY**

**MILPER Message
Number: 04-333**

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AHRC-PDO-IP

LEAVE AND PASS PROCEDURES

Issued: [12/06/2004]

A. DEPARTMENT OF DEFENSE INSTRUCTIONS 1327.5, LEAVE AND LIBERTY.

B. AR 600-8-10, LEAVES AND PASSES, DATED 31 JULY 2003.

1. EXPIRATION: THIS MESSAGE WILL EXPIRE NLT 31 DECEMBER 2006.

2. THE PURPOSE OF THIS MESSAGE IS TO CLARIFY EXISTING POLICY AND PROCEDURES WHEN GRANTING LEAVE AND PASSES.

3. NON-DUTY PERIODS OF ABSENCE, OTHER THAN THE ESTABLISHED OR NORMAL DUTY HOURS ARE CONSIDERED AS A PASS PERIOD, TO INCLUDE OFFICIAL HOLIDAYS. WHEN LEAVE IS TAKEN IN CONJUNCTION WITH A 4-DAY SPECIAL PASS THE ENTIRE PERIOD IS CONSIDERED AND CHARGED AS LEAVE REGARDLESS OF THE DATE OF TERMINATION OF THE LEAVE (E. G. SOLDIER REQUESTS LEAVE FOR ONE-DAY, 24 NOVEMBER 2004 (WEDNESDAY BEFORE THANKSGIVING) AND BEGINS A 4-DAY SPECIAL PASS PERIOD FROM 25 NOVEMBER 2004 THROUGH 28 NOVEMBER 2004). IN THE ABOVE SITUATION, THE SOLDIER WOULD BE CHARGED FOR 5 DAYS OF LEAVE (24-28 NOVEMBER 2004).

4. REGULAR PASS. A REGULAR PASS WILL NORMALLY BE FROM THE END OF NORMAL DUTY HOURS ON ONE DAY TO THE BEGINNING OF WORKING HOURS THE NEXT DUTY DAY.

(1) ON WEEKENDS, A 3-DAY REGULAR PASS PERIOD BEGINS AT THE END OF NORMAL DUTY DAY ON FRIDAY AFTERNOON, AND TERMINATES AT THE BEGINNING OF THE NORMAL DUTY DAY ON THE 4th DAY (TUESDAY).

(2) A REGULAR PASS PERIOD WILL NOT EXCEED 3-DAYS IN LENGTH, EXCEPT FOR PUBLIC HOLIDAY WEEKENDS SPECIFICALLY EXTENDED BY THE PRESIDENT.

(3) A REGULAR PASS SHALL NOT BE USED IN SUCCESSION OR BACK TO BACK WITHOUT A DUTY DAY IN BETWEEN THE ABSENCES.

(4) A REGULAR PASS MAY BE GRANTED TOGETHER WITH LEAVE. THE FOLLOWING RULES APPLY:

A. A REGULAR PASS BEGINS AND TERMINATES ON POST, AT THE DUTY LOCATION, OR AT THE LOCATION FROM WHERE THE SOLDIER NORMALLY COMMUTES TO DUTY BEFORE LEAVE BEGINS.

B. LEAVE BEGINS AND TERMINATES ON POST, AT THE DUTY LOCATION, OR AT THE LOCATION FROM WHERE THE SOLDIER NORMALLY COMMUTES TO DUTY BEFORE A REGULAR PASS BEGINS.

5. A REGULAR PASS MAY BE AUTHORIZED AT THE BEGINNING OR AT THE END OF TDY.

6. SPECIAL PASS. THERE ARE TWO KINDS OF SPECIAL PASSES, 3-DAY AND 4-DAY. NON-DUTY PERIODS OF ABSENCE, OTHER THAN THE ESTABLISHED OR NORMAL DUTY HOURS ARE CONSIDERED AS A PASS PERIOD, TO INCLUDE OFFICIAL HOLIDAYS.

A. A 3-DAY SPECIAL PASS PERIOD MUST INCLUDE AT LEAST ONE DUTY DAY.

(1) NORMALLY BEGINS AT THE END OF A NORMAL DUTY DAY ON A GIVEN DAY AND ENDS WITH THE START OF A NORMAL DUTY DAY ON THE 4TH DAY. THIS PERIOD MAY BE TUESDAY, WEDNESDAY, AND THURSDAY, DEPENDING ON UNIT DUTY REQUIREMENTS. (FOR EXAMPLE, A SOLDIER MAY DEPART AT THE END OF THE DUTY DAY ON MONDAY EVENING, AND MUST RETURN AT THE START OF THE NORMAL DUTY DAY ON FRIDAY).

(2) MUST NOT BE COMBINED WITH A REGULAR PASS, ANOTHER SPECIAL PASS, OR LEAVE. IF LEAVE OR ANOTHER PASS IS GRANTED, THERE MUST BE AT LEAST ONE-DUTY DAY BETWEEN THE SPECIAL PASS AND THE LEAVE OR OTHER PASS.

B. A 4-DAY SPECIAL PASS PERIOD MUST INCLUDE AT LEAST TWO CONSECUTIVE NON-DUTY DAYS. FOR EXAMPLE, A SOLDIER MAY DEPART ON A 4-DAY PASS ON FRIDAY EVENING AFTER DUTY DAY AND MUST RETURN AT THE START OF THE NORMAL DUTY DAY ON WEDNESDAY.

(1) SPECIAL PASSES AND LEAVE MAY NOT BE COMBINED IN CONTINUOUS ABSENCE FROM THE DUTY STATION, NOR MAY A SPECIAL PASS BE COMBINED WITH A REGULAR PASS OR WITH ANOTHER SPECIAL PASS.

(2) A SPECIAL PASS AND LEAVE MAY NOT BE COMBINED IN CONTINUOUS ABSENCE FROM THE DUTY STATION OR DUTY. THERE MUST BE A DUTY DAY BETWEEN THE SPECIAL PASS AND LEAVE OR OTHER PASS.

(3) A SPECIAL PASS MAY BE AUTHORIZED AT THE BEGINNING OR AT THE END OF TDY.

7. COMMANDERS MAY FURTHER RESTRICT PASSES AS NECESSARY AND WILL ESTABLISH A PASS RECALL POLICY THAT MEETS THE ORGANIZATIONAL READINESS REQUIREMENTS.

8. THE AHRC FUNCTION PROPONENT IS MRS. MCCLELLAND, DSN 221-9005 OR COMMERCIAL (703) 325-9005. E-MAIL ADDRESS IS BRENDAMCCLELLAND@HOFFMAN.ARMY.MIL.

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